EDD Employment Development Department

State of California

Electronic Funds Transfer (EFT)
Quick Reference

Before you call, be sure to have your:

- Employer account number
- Security code
- Tax type code
- Payroll date or quarter ending date
- Tax amounts
- Verification code

TAX TYPE CODES

Code:	Description:
DI/PIT Codes:	
01100	Semi-Weekly Deposits
01101	Monthly Deposits
01102	Next Banking Day Deposits
01104	Quarterly DI/PIT Deposits
UI/ETT Code:	
01300	Quarterly UI/ETT Payment
P&I Code:	
20000	Self-Assessed Penalty & Interest Payments

Please review the instructions on page 2 of this card before placing your first call.

Questions and Answers

Q: HOW DO I ESTABLISH MY SECURITY CODE?

A: When you report your **first payment**, you must change your generic security code **"0000"** to your own confidential four-digit numeric code. Follow the prompt, **"to change a security code"**.

Q: WHEN DO I CALL TO ENSURE A TIMELY TAX DEPOSIT?

A: Complete your call **before** 3:00 p.m., Pacific Time:
For Semi-Weekly and Monthly Deposits
on or before the tax due date.

For Next Banking day Deposits
on or before the second bank day following your payroll date.

For Quarterly DI/PIT or UI/ETT payments
on or before the last timely date for the quarter.

Note: Payments reported after 3:00 p.m., Pacific Time, will not be processed until the next banking day, and will be considered late.

Q: MAY I CANCEL OR INQUIRE ABOUT A PAYMENT?

A: Yes, Call the data collector before 3:00 p.m., Pacific Time, **the same day the transaction was reported**. Follow the prompt, *"To perform a cancellation or inquiry"*.

If you miss the 3:00 p.m. deadline, call EDD's EFT Unit at (916) 654-9130 for assistance.

Q: WHAT IS WAREHOUSING?

A: Warehousing is the reporting and electronic storage of a payment **up to 60 days before its due date**. The payment is transferred at a predetermined settlement date reported by the taxpayer.

Q: HOW DO I CALCULATE MY VERIFICATION CODE?

A: Assume a tax payment of $75,150.55
   a) Total all digits in the tax payment:
      $7 + 5 + 1 + 5 + 0 + 5 + 5 = 28$
   b) Count the number of digits in your tax payment:
      7, 5, 1, 5, 0, 5, 5 = 7
   c) Add a + b. In this example, the verification code is
      $28 + 7 = 35$

EFT Quick Reference
Telephone Script
Employment Development Department

Begin by dialing **1-800-554-7500**, then follow the prompts. After each entry, press (#) if correct, or (*) if incorrect. Press (*) three times to transfer to an operator.

CALLERS WILL HEAR - "Welcome to the California EFT system. **If you are calling from a touch-tone phone, please press 1 now**. If you have a rotary phone, please hold the line for operator assistance".

For BOE, press 1. **For EDD, press 2**. For FTB, press 3. For CDI, press 4. For PERS, press 5 and for SCO, press 6.

To report a tax payment, **press 1**.
To perform a cancellation or inquiry, **press 2**.
To change a security code, **press 3**.

Follow the prompts to report:

1. *Enter your 8-digit EDD Employer Account Number.*

   ___ ___ ___ ___ ___ ___ ___ ___

2. *Enter your security code.* ___ ___ ___ ___

3. Enter your tax type code. ___ ___ ___ ___ ___
   See front of card for a list of tax type codes.

4. Payroll Date/Quarter Ending Date.

   ___ ___ ___ ___ ___ ___

   For tax type codes 01100, 01101, 01102, and 20000, use the **payroll date**. Indicate the date as **MMDDYY**.

   For tax type codes 01104 and 01300, use the **quarter ending date**. Valid dates are March 31, June 30, September 30, or December 31. Indicate the date as **MMDDYY**.

5. ***Enter disability insurance*** for tax type codes 01100, 01101, 01102, or 01104.
   Enter Unemployment insurance for tax type code 01300.
   Enter Penalty amount for tax type code 20000.

   $ _____ . _____

6. ***Enter Personal income tax*** amount for tax type codes 01100, 01101, 01102, or 01104.
   Enter Employment training tax amount for tax type code 01300.
   Enter Interest amount for tax type code 20000.

   $ _____ . _____

7. Enter your total payment amount.

   $ _____ . _____

8. Enter your Verification code. ___ ___
   (Instructions on back).

9. Enter the date you would like your bank account debited. ___ ___ ___ ___ ___ ___ **(MMDDYY)**

   THIS STEP IS OPTIONAL. If you are not ware-housing a payment, press # (do not enter a date).

10. Tax report accepted. Your Reference Number is _____. Please record this number for your records.

11. *To disconnect,* **press 1**.

    To continue with additional functions, **press 2**.

CALL 1 - 800-554-7500